



MISSOURI DEPARTMENT OF TRANSPORTATION JOB OPPORTUNITY ANNOUNCEMENT

Date Posted: 05/13/2010
Application Deadline: 05/27/2010
Job Post ID: 3662
Job Title: Maintenance Superintendent
Min Monthly Salary: \$3,983.00
Number Positions: 1
Location: North St. Louis County - Bellefontaine Project Office
District/Division: District 6 / Maintenance Division
Human Resources Contact Number: 314-275-1500

General Summary:

The maintenance superintendent administers maintenance activities in one or more counties at the district level, including special maintenance activities at a district-wide level. Responsibilities are performed under general supervision.

Minimum/Required Qualifications:

High School Diploma or GED

Valid Driver's License

Eight years of progressively responsible experience performing roadway, roadside, bridge, or sign maintenance or pavement marking responsibilities.

Supervisory Responsibilities:

Full Supervision

Special Working Conditions/Job Characteristics:

Job requires exposure to high volumes of traffic, adverse weather situations, and other moderately undesirable environmental conditions.

Examples of Work:

- Plans, prioritizes, and schedules operations among multiple maintenance buildings or special maintenance groups.
- Inspects roads, bridges, and right of way to review work progress and determine maintenance needs and to make recommendations for pavement, bridge and roadside management plans.
- Supervises maintenance personnel, including making employment-related decisions, assigning work, training, employee development, documenting performance, and conducting performance management.
- Performs safety and quality assurance field checks, serves as a technical resource, liaisons between maintenance staff, other districts, and Central Office; evaluates and inspects maintenance activities to ensure policy and procedure compliance.
- Coordinates work between areas within and outside the district, including coordinating projects with other districts, agencies, counties and municipalities.
- Responds to customer concerns and questions, meets with the public and other agencies to resolve problems and complaints, investigates encroachments on right of way, and serves as the department's area media contact for

maintenance.

- Maintains records concerning budgeting, performance management, promotions, employment, safety, training, equipment, materials, and district maintenance programs; prepares related reports.
- Responds to roadway emergencies and incidents such as snow removal, flooding, or traffic accidents and directs response.
- Makes equipment and materials recommendations; researches, develops, monitors performance, and maintains inventories of supplies, suppliers, and maintenance products; coordinates an area's material and supply orders.
- Prepares, manages, and prioritizes the work plan, budget, projects, and activities for the assigned area while coordinating funds and resources with other areas to reach the goals of the district and department.
- Serves as a maintenance representative on district and statewide teams.
- Performs supervisory responsibilities in a manner consistent with the department's Affirmative Action Program.
- Performs other responsibilities as required or assigned.

How to apply: In order to be considered for this vacancy, you will need to complete and submit your MoDOT Employment On-Line Application and transcripts to Human Resources on or before the application deadline. It is very important that you submit a fully completed application (along with transcripts if a college degree is required for the position) in a timely manner to ensure that your application is appropriately processed. [Click here to apply.](#)

**Missouri Department of Transportation
Human Resources
1590 Woodlake Drive
Chesterfield, MO 63017-5712**

Equal Employment Opportunity / Affirmative Action Employer, M/F/D/V